

Type of Expense	Amount	Governing Regulations	In Approved Budget	Extra-budgetary Board Review, Approval Required	Financial Coordinator Review	Authorization to Sign Purchase Order	Procurement Procedure	Selection Committee Required	Notes
<b>Tangible Property, Services, Construction</b>									<b>1</b>
Tangible Property, Services, Construction	≤ \$10,000	NMSA 13-1-125-C	Yes	No	Yes	Board member or GM	Small Purchase (Procedure 21)	No	3
					Routine Purchases (rent, utility bills, etc.) are reviewed by FC on a 1/4ly basis Non-Routine Purchases are reviewed by FC as they occur				
Tangible Property, etc.	>\$10,000 & ≤\$20,000	NMSA 13-1-125-A	Yes	Consent Agenda (recommended)	Yes	Board member or GM	Informal Purchase (Procedure 22)	No	
Tangible Property, etc.	>\$20,000	NMSA 13-1-102 through 13-1-110	Yes	Yes	Yes	Board member or GM	Formal RFB process (Procedure 23)	Yes	
Tangible Property, etc.	any amount	NMSA 13-1-125 or 13-1-102 ->110 or 13-1-111 -> 118	No	Yes, Approval of Budget Adjustment & contract by Resolution	Yes, part of Budget Adjustment proposal	Board member or GM, once BA has been approved by Board	Small Purch., Informal Purch. or RFB per \$amt, present to Board for approval as Budget Adjustment	Yes if over \$20,000	
<b>Professional Services</b>									<b>1, 2</b>
Professional Services (Includes Architectural and Engineering)	≤ \$50,000/contract	NMSA 13-1-125-B	Yes	Yes, contract Approval by Resolution	Yes	Board member or GM	Small Purchase of Professional Services (Procedure 24)	No	
					Routine Professional Services (as-needed Engineering, etc.) are reviewed by FC on a 1/4ly basis Each payment for Non-Routine Prof. services is reviewed by FC for NTE compliance				
Professional Services (Does NOT Include Architectural and Engineering)	> \$50,000/contract	NMSA 13-1-102 ->110 or 13-1-111 -> 118	Yes	Yes, contract Approval by Resolution	Yes	Board member or GM	Formal RFB or RFP (Procedure 24)	Yes	
					Routine Professional Services (Legal, O&M, etc.) are reviewed by FC on a 1/4ly basis Each payment for Non-Routine Prof. services is reviewed by FC for NTE compliance				
Professional Services: Architectural and Engineering	Public Works projects (Projects > \$50,000)	NMSA 13-1-112 ->114, 13-1-116 -> 118 and 13-1-120 -> 124	Yes	Yes, contract Approval by Resolution	Yes	Board member or GM	Qualifications-Based RFP (Procedure 27)	Yes	5
Professional Services	any amount	NMSA 13-1-125 or 13-1-102 --> 13-1-110	No	Yes, Approval of Budget Adjustment & contract by Resolution	Yes, part of Budget Adjustment proposal	Board member or GM, once BA has been approved by Board	Small Purchase, Formal RFB or RFP, method per \$amt and purchase specifics; present to Board for approval as Budget Adjustment	Yes if over \$50,000	

Procurement Policy

Type of Expense	Amount	Governing Regulations	In Approved Budget	Extra-budgetary Board Review, Approval Required	Financial Coordinator Review	Authorization to Sign Purchase Order	Procurement Procedure	Selection Committee Required	Notes
<b>Landscape Architectural &amp; Surveying Services</b>									<b>1</b>
Landscape Architectural & Surveying Services	≤ \$10,000/contract	NMSA 13-1-125-B	Yes	Yes, contract Approval by Resolution	Yes, each payment for NTE confirmation	Board member or GM	Small Purchase of Professional Services (Procedure 24)	No	
Landscape Architectural & Surveying Services	> \$10,000/contract	NMSA 13-1-112 ->114, 13-1-116 -> 118 and 13-1-120 -> 124	Yes	Yes, contract Approval by Resolution	Yes	Board member or GM	Qualifications-Based RFP (Procedure 27)	Yes	<b>5</b>
Landscape Architectural & Surveying Services	any amount	NMSA 13-1-125-B or 13-1-112 ->114, 13-1-116 -> 118 and 13-1-120 -> 124	<b>No</b>	Yes, Approval of Budget Adjustment & contract by Resolution	Yes, part of Budget Adjustment proposal	Board member or GM, once BA has been approved by Board	Small Purchase of Professional Services or Qualifications Based RFP depending on \$ amt.	Yes if over \$10,000	

Notes:

- 1 See Procurement Procedure 20 for guidance if purchase is in the budget and is made from Statewide Price Agreement (SWPA), GSA or other valid "existing contract"
- 2 See NM State Purchasing Division publication [prof\\_svc\\_guidance.pdf](#) (2007) for the definitions of "Services" and "Professional Services."
- 3 Services <\$10,000K are "Small Purchases," but District policy recommends using Informal Purchase process (3 bids) for all recurring services
- 4 NTE = Not to Exceed the contractual price
- 5 Architectural and Engineering Service RFPs for **public works or construction management contracts (\$50K) and Landscape Architectural or Surveying Service RFPs over \$10K** must be conducted in two stages:  
 The first is a qualifications-based evaluation & selection of eligible offerors. The second is to negotiate a contract for the work to be done from the first-ranked qualified proposer. If a satisfactory contract cannot be negotiated, the negotiations must be formally terminated and then restarted with the second-ranked qualified proposer.  
 See the NM Professional Technical Advisory Board "OWNER MANUAL FOR QUALIFICATION-BASED SELECTION" 2006 for additional procedural information